



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Public Works

POSITION: Assistant Civil Engineer

SALARY: \$6,056.95 - \$7,223.97 per month
Range 34

EXAM TYPE: N/A

DUTIES: See job description

QUALIFICATIONS:

Training and Experience- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities and knowledge would be:
Bachelor's degree from accredited college or university in civil engineering or related field and a minimum of ten years of increasingly responsible and varied experience involving design, construction, maintenance, or operation of public works projects and activities. This experience should show proven capabilities to work with professional and sub professional personnel.

Licenses/Certificates- Possession of an Engineer In Training (EIT) certification is a plus but not required. Valid California class C driver's license.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: May 18, 2018

(Posted 05/04/2018)



CITY OF BRAWLEY

CLASS TITLE: Assistant Civil Engineer – Public Works Department

BASIC FUNCTION:

Under direction performs, coordinates and/or directs the design and construction of municipal public works projects; supervises engineering technicians and professional engineering firms under contract with the City of Brawley. This position differs mostly from the Associate Civil Engineer due to it does not require Registration as a Professional Engineers. This position reports to the Public Works Director.

REPRESENTATIVE DUITES:

- Plans, organizes, directs, coordinates, and performs professional engineering work in the design, construction, and maintenance of streets, water and sewage facilities, drainage, structures, pedestrian improvements, and other type of improvements within the City right of way.
- Helps in the preparation and maintenance of a ten-year Capital Improvement Program.
- Applies for federal and state grants for streets, colonia areas, and airport projects.
- Prepares and implements contracts for City Consultants.
- Administers state and federal grant programs.
- Performs plan check, review, and process plans for projects affecting City streets, sewers, drains, and related public works facilities.
- Review engineering design and construction plans, drawings, specifications, contract documents, cost estimates, engineering calculation, and related documents prepared by consulting engineers and contractors for compliance with professional and City standards and practices; coordinate reviews with other departments and agencies.
- Research project design requirements; prepare estimates of time and material costs. Act as the resident engineer on construction projects; administer contracts for assigned engineering projects; conduct site inspections during and as completion of project; monitor construction progress and changes to scope of work.
- Investigate filed conditions related to public improvements, public utilities, and traffic safety operations.
- Manages and directs consultants' performance.
- Reviews and recommends payment request from consultant and contractors.
- Oversees construction management and inspection services provided by consultants.
- Reviews tentative and final maps for new subdivisions.
- Assists in the coordination of work of the department with the work of other departments and/or other public agencies.
- Represents the City in City Council, community, and other agency meetings.

Revised: 05/04/2018

- Assists in the maintenance of files and records of departmental activities.

KNOWLEDGE AND ABILITIES:

- Knowledge of operations, services, and activities of a municipal engineering design and construction program;
- Knowledge of modern and complex principles and practices of civil engineering, traffic engineering;
- Knowledge of structural, street, water, sewer, storm drain, and highway design principles;
- Knowledge of scientific and mathematical principles as applied to civil engineering work;
- Knowledge of principles and practices of project budget preparations and control;
- Knowledge of methods, materials, and techniques used in civil engineering projects.
- Ability to serve as project engineer on assigned design and construction projects.
- Ability to prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
- Ability to collect, assimilate, and evaluate data and prepare recommendations related to civil engineering projects.
- Able to perform complex engineering computations and calculations.
- Ability to prepare bid documents, contract documents, specifications, cost estimates and engineering drawings.
- Able to Inspect public works projects for conformance with plans and specifications. Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.

EDUCATION AND EXPERIENCE:-

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities and knowledge would be:

- Bachelor's degree from accredited college or university in civil engineering or related field and a minimum of ten years of increasingly responsible and varied experience involving design, construction, maintenance, or operation of public works projects and activities. This experience should show proven capabilities to work with professional and sub professional personnel.

Licenses/Certificates- Valid California class C driver's license. Possession of an Engineer In Training (EIT) certification is a plus but not required.

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WORKING CONDITIONS:**PHYSICAL DEMANDS:**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 25 pounds. Works both inside and out doors, must have the physical ability to inspect work on construction sites, and the ability to climb or descend stairs or ladders as needed to inspect the physical conditions of facilities or work sites. Have the ability to spend extended periods of time standing or sited. Must have ability to operate a computer keyboard and mouse.

ENVIROMENT:

Employee will primarily work indoors with heating and cooling regulated in a general office environment, however, will be exposed to extreme weather conditions when conducting on-site field work or inspections for various engineering projects. Subject to safety hazards from working in and around traffic or excavation areas, noise, dust and pollen from construction sites, cramped spaces and poor lighting from underground structures, and possible exposure to disease when working around sanitary sewers, storm water sewers, Water Treatment Plant, and Wastewater Treatment Plant.